

PRINTER QUERY CHECKLIST

WHEN NO OUTGOING PAPERS ARE REQUIRED TO RESOLVE QUERY

- _____ 1. Print and review the PUBS QUERY CONTROL (PQC FORM). Take action to resolve the query. Concisely and legibly describe action taken to resolve the query in the REMARKS section of the PQC FORM and initial bottom right.
- _____ 2. Photocopy completed PQC FORM and keep a copy for your records (Optional).
- _____ 3. Attach an orange Scanning Request Form to the completed PQC FORM with DATE, APPLICATION NUMBER and DOC CODE "XRUSH" filled in.
- _____ 4. Place the PQC Form and orange Scanning Request Form in the designated box in the Directors Secretarial Suite on 4th Floor.

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Take action to resolve the query. Concisely and legibly describe action taken to resolve the query in the REMARKS section of the PQR FORM and initial bottom right.
- _____ 2. Photocopy completed PQC FORM and keep a copy for your records (Optional).
- _____ 3. Prepare an Action Folder including completed PQC FORM and any papers to be scanned but not mailed on the left side and papers to be mailed (e.g. initialed 1449, examiner's amendment, interview summary, etc.) on the right side.
- _____ 4. Deliver to LIE for processing. LIE performs all PALM transactions required for case action to be completed and ready for mailing.
- _____ 5. LIE forwards the Red Folder to the Director's Secretarial Suite on 4th Floor (where the completed query will be logged in) and the red folder and all of it's contents including PQC FORM will be forwarded to DTSV for scanning and mailing.

NOTE: IT IS IMPORTANT TO KEEP ALL DOCUMENTS REQUIRED TO RESOLVE THE QUERY TOGETHER WITH THE PUBS QUERY CONTROL FORM SO THAT THEY ARE SCANNED AT THE SAME TIME.

DO NOT MESSAGE PUBS. WHEN THE QUERY CONTROL FORM IS SCANNED THE AUTOMESSAGE "XRUSH" IS SENT TO PUBS, NOTIFYING THEM TO PUT THE APPLICATION BACK INTO THE PUBLICATION CYCLE.